

## **Rule 1007-2**

### **MAILING -- LIST OR MATRIX**

(a) Master Mailing Matrix.

(1) A master mailing matrix must accompany each petition for all non-electronically filed cases. The master mailing matrix shall be provided in a computer readable format designated and published by the Clerk. In the event an attorney, bankruptcy petition preparer, or pro se debtor is unable to provide the matrix in computer readable format, the attorney or debtor shall follow such directions as the Clerk may reasonably give to facilitate the conversion of the matrix into computer readable format.

(2) The matrix submitted shall not include the names and addresses of the debtor, any joint debtor, the attorney for the debtor or debtors, and the United States Trustee. The matrix submitted shall include, in alphabetical order, the names and complete mailing addresses of all creditors and any general partners of the debtor.

(b) In Chapter 11 cases, the debtor shall file a formal list of creditors holding the twenty (20) largest unsecured claims required pursuant to Fed. R. Bankr. P. 1007(d). The Clerk shall designate these creditors as the "Local Rule 1007(d) Parties in Interest List" in CM/ECF. Upon appointment of a committee, the Clerk shall add to this list required by this subsection the names and addresses of the committee members, counsel for the committee, if any, authorized agents of the committee, if any, and shall delete the names and addresses of the creditors holding the twenty (20) largest unsecured claims. The Clerk shall also add parties to this list pursuant to Rule 2002-1(e) of these rules. (c) Equity Security Holders Mailing Matrix.

In addition, in cases where there are equity security holders (except publicly traded equity securities), a formal list, titled "Equity Security Holders Matrix," shall be filed in conformance with paragraph (a) above.

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## *Notes of Advisory Committee*

### *2004 Amendment*

This amendment removes the requirement for Filing Users to file matrices in paper or on computer diskettes because Filing Users are able to file matrices directly into CM/ECF.

### *1997 Amendment*

This amendment conforms the existing Local Rules to the uniform numbering system prescribed by the Judicial Conference of the United States and to the model system suggested and approved by the Advisory Committee on Bankruptcy Rules of the Judicial Conference's Committee on Rules of Practice and Procedure. In renumbering the Local Rules to conform to the uniform numbering system, no change in substance is intended. This amendment is effective on April 15, 1997.

Paragraphs (a) and (b) of this rule were formerly paragraphs (e) and (f) of Local Rule 2.04. The Advisory Committee Notes to the superseded rules may be helpful in interpreting and applying the current rules.

### *1995 Amendment*

Local Rule 2.04(e) (1) has been amended to require that in any case in which the number of creditors exceeds fifty (50), the master mailing matrix shall be provided in a computer readable format designated and published from time to time by the Clerk. In all other cases, the master mailing matrix may be provided in either the computer readable format or on an Avery Label 5351, 33 block, or similar product as may be from time to time designated and published by the Clerk.

Local Rule 2.04 (e)(3) has been amended to provide, consistent with current practice, that upon appointment of a committee, the Clerk shall add to the mailing matrix the names and addresses of the committee members, counsel for the committee, and any authorized agents of the committee, and shall delete therefrom the names and addresses of the creditors holding the twenty (20) largest unsecured claims.

These amendments were effective on February 15, 1995.